



CITY OF HOUSTON

Job Posting

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<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
<i>Job Classification</i>	INSPECTOR (Numerous Positions)
<i>Posting Number</i>	PN# 105868
<i>Department</i>	Department of Public Works & Engineering
<i>Division</i>	Public Utilities Division
<i>Section</i>	Wastewater Operations Branch
<i>Reporting Location</i>	611 Walker*
<i>Workdays & Hours</i>	Rotating Days & Shifts*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Prepares, conducts and reviews various types of inspections (i.e. tunnels, manholes, shaft sites, new construction, etc.) for compliance with specifications. Meets with general public, contractors, technical professionals and businesses to respond to inquiries and technical problems. Performs record keeping activities to maintain filing systems, reports and documentation. Researches and evaluates plans, specifications and drawings. Prepares and submits various technical reports.

WORKING CONDITIONS

This position routinely requires lifting moderately heavy items (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions.

MINIMUM EDUCATIONAL REQUIREMENTS

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade, which might normally be acquired through up to 18 months of education or training beyond the high school level.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years experience related to the area of construction inspection to be performed. Depending on the area of specialty, position may require the years of experience listed above to be journey level, received after completion of apprenticeship program. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with strong knowledge of the City of Houston Standard Construction Specifications for Wastewater Collection Systems and Street Paving. Preference will also be given to applicants with experience in Microsoft Applications (i.e. Word, Excel, Access and Outlook). Knowledgeable in Infrastructure Management System (IMS) or a work order tracking system application. Must have experience in sewer rehabilitation projects.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 18
\$ 1,042 - \$ 1,417 Biweekly \$ 27.092 - \$ 36,842 Annually

OPENING DATE

July 20, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD (Telephone Device for the Deaf) telephone number (713) 837-9496.

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